

Microsoft Office

Norwich	Days	May	June	July	Aug	Price
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Microsoft Excel

Introduction	1	8 / 24	4 / 20	3 / 19	1 / 20	£175
Intermediate	1	9 / 25	5 / 21	4 / 20	2 / 21	£175
Advanced - Level 1	1	14	7	9	7	£175
Advanced - Level 2	1	15	8	10	8	£175
Visual Basic	2	*	*	*	*	£495

Microsoft Word

Introduction	1	2	20	23	*	£175
Intermediate	1	3	21	24	*	£175
Advanced - Level 1	1	*	28	*	16	£175
Advanced - Level 2	1	*	29	*	17	£175

Microsoft Access

Introduction	2	21-22	*	17-18	*	£350
Intermediate	1	*	25	*	9	£175
Advanced	1	*	26	*	10	£175
Visual Basic	2	*	*	*	*	£495

Microsoft Outlook

Introduction	1	10	*	6	*	£175
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Microsoft PowerPoint

Introduction	1	17	*	16	*	£175
Advanced	1	*	19	*	23	£175

Microsoft Project

Introduction	1	*	13-14	*	13-14	£395
Advanced	1	*	*	*	*	£250

Microsoft Publisher

Introduction	1	*	27	*	*	£175
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Microsoft Visio

Introduction	1	*	*	2	*	£250
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Bury St Edmunds

	Days	May	Jun	Jul	Aug	Price
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Microsoft Excel

Introduction	1	1	*	5	*	£175
Intermediate	1	2	*	7	*	£175
Advanced - Level 1	1	*	28	*	*	£175
Advanced - Level 2	1	*	29	*	*	£175

Kings's Lynn

	Days	May	Jun	Jul	Aug	Price
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Microsoft Excel

Introduction	1	10	*	*	*	£175
Intermediate	1	11	*	*	*	£175
Advanced - Level 1	1	*	11	*	*	£175
Advanced - Level 2	1	*	12	*	*	£175

Web Design

Norwich	Days	May	Jun	Jul	Aug	Price
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Creating Video Content for the Web

Introduction	2	*	*	*	*	£600
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Wordpress

Introduction	1	4	*	26	*	£250
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Technical & Programming

Norwich	Days	May	Jun	Jul	Aug	Price
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C# .Net Programming

Introduction	3	*	*	*	*	£925
Developing Windows Applications	3	*	*	*	*	£925

Exchange Server

Installing and Managing	3	*	*	*	*	£925
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PowerShell

Administration and Scripting	3	*	*	*	*	£925
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SQL Server

Install & Admin		*	*	*	*	£925
Programming and Development	3	21-23	*	*	*	£925

SharePoint

Installation and Administration	3	*	*	*	*	£925
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Window Server

Configuring, Managing and Maintaining	3	*	25-27	*	*	£925
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Adobe Creative Suite

Norwich	Days	May	Jun	Jul	Aug	Price
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Adobe Creative Cloud Essentials

Introduction	2	*	*	*	*	£495
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Adobe Creative Design Techniques

Introduction	1	*	*	*	*	£265
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Illustrator

Introduction	2	14-15	*	*	*	£495
Advanced	1	*	*	*	*	£265

InDesign

Introduction	2	16-17	*	9-10	*	£495
Advanced	1	*	*	13	*	£265

Photoshop

Introduction	2	*	*	11-12	*	£495
Advanced	1	18	*	*	*	£265

Social Media, SEO & PPC

Norwich	Days	May	Jun	Jul	Aug	Price
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SEO & PCC

Google Adwords	1	16	*	*	*	£300
Google Analytics	1	*	*	*	*	£300
Search Engine Optimisation	2	*	*	*	*	£600

Social Media

Beginners Guide to Social Media	1	9	*	*	*	£300
Advanced Guide to Social Media	1	21	*	*	*	£300
Social Media Strategy & Blogging	1/2	*	11 (am)	*	*	£150
Twitter for Business	1/2	*	11 (pm)	*	*	£150
Facebook for Business	1/2	*	*	2 (am)	*	£150
LinkedIn for Business	1/2	*	*	2 (pm)	*	£150
Pinterest & Instagram for Business	1/2	*	*	*	*	£150
Creative Content Workshop	1/2	*	*	*	*	£150

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Management Training & Personal Development
Norwich
Drive - Director & Senior Management Development (8 half day sessions)

May 2018 (am)	17, 24 May, 7, 14, 21, 28 June, 5 and 12 July (Thursday mornings)	£2,050
	ILM Level 5 Award in Management (Additional Fee)	£200

Forefront - Team Leader Development (6 half day sessions)

June 2018 (am)	5, 12, 19 June, 3, 10 and 17 July (Tuesday mornings)	£1,495
September 2018 (am)	7, 14, 21 September 5, 12 and 19 October (Friday mornings)	£1,495
October 2018 (am)	2, 9, 16, 30 October, 6 and 13 November (Tuesday mornings)	£1,495
	ILM Level 3 Award in First Line Management (Additional Fee)	£180

Presence - Communication & Influencing Skills (6 half day sessions)

Please call us for dates	£1,395
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Bury St Edmunds
Forefront - Team Leader Development (1 full day and 4 half day sessions)

June 2018	25 June (full day), 2, 9, 16 and 23 July (Monday mornings)	£1,495
	ILM Level 3 Award in First Line Management (Additional Fee)	£180

Project Management
Norwich

	Days	May	Jun	Jul	Aug	Price
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Agile PM

Foundation & Practitioner	4		*	*	*	£1,495
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APM

Project Fundamentals	2	*	*	9-10	*	£695
Project Management	5	*	*	*	*	£1,495

PRINCE2 ®

Foundation	3	14-16	25-27	*	*	£695
Foundation & Practitioner	5	14-18	25-29	*	*	£1,095
Practitioner Upgrade	2	17-18	28-29	*	*	£575
Practitioner Re-registration	2	17-18	28-29	*	*	£575

MSP

Foundation	3	*	25-27	2-4	*	£695
Foundation & Practitioner	5	*	25-29	2-6	*	£1,095

Cambridge

	Days	May	Jun	Jul	Aug	Price
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PRINCE2 ®

Foundation	3	*	4-6	*	*	£695
Foundation & Practitioner	5	*	4-8	*	*	£1,095

Chelmsford

	Days	May	Jun	Jul	Aug	Price
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PRINCE2 ®

Foundation	3	*	*	*	*	£695
Foundation & Practitioner	5	21-25	25-29	16-20	*	£1,095

Ipswich

	Days	May	Jun	Jul	Aug	Price
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PRINCE2 ®

Foundation	3	*	*	9-11	*	£695
Foundation & Practitioner	5	*	*	9-13	*	£1,095

For other Project Management venues and dates please visit our website

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Business & Personal Development

Norwich	Days	May	Jun	Jul	Aug	Price
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Business Skills

Assertiveness	1	*	11	*	*	£250
Bids & Tender Writing	1	*	*	*	*	£250
Business Writing Skills	1	*	15	*	*	£250
Communication Skills	1	*	7	*	*	£250
Conducting Effective Meetings	1	*	20	*	*	£250
Credit Control	1	*	13	*	*	£250
Finance for Non-Financial Managers	1	22	*	*	*	£250
Influencing Skills	1	10	*		*	£250
Minute Taking	1	23	*	13	*	£250
NLP Introduction	1	*	*	*	*	£250
NLP Level 1	1	*	*	*	*	£250
PA / Executive Assistant	1	*	*	*	*	£250
Presentation Skills	1	*	13	*	*	£250
Problem Solving and Decision Making	1	*	*		*	£250
Report Writing	1	24	*	*	*	£250
Time Management	1	*	*	4	*	£250
Train the Trainer	1	*	18	*	*	£250
Writing for the Web	1	9	*	*	*	£250

HR

Appraisal	1	*	*	6	*	£250
HR Essentials for Line Managers	1	*	4	*	*	£250
Recruitment & Selection	1	*	*	*	*	£250

Sales & Customer Service

Customer Care	1	*	*	11	*	£250
Dealing with Difficult People	1	*	*	*	*	£250
Handling Customer Complaints	1	*	11	*	*	£250
Negotiating Skills	1	*	*	*	*	£250
Networking Skills	1/2	*	*	*	*	£150
Overcoming Objections & Closing Techniques	1/2	*	*	*	*	£150

Team Performance

Effective Team Leadership and Motivation	1	*	*	3	*	£250
Managing Your Team: Performance and Style	1	*	*	10	*	£275

Bury St Edmunds

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Business Skills

Presentation Skills	1	*	*	*	*	£250
Minute Taking	1	*	*	*	*	£250
Time Management	1	*	*	*	*	£250

Sales & Customer Service

Customer Care	1	*	*	*	*	£250
Train the Trainer	1	*	*	*	*	£250

King's Lynn

	Days	May	Jun	Jul	Aug	Price
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Business Skills

Presentation Skills	1	*	*	*	*	£250
Minute Taking	1	*	*	*	*	£250
Time Management	1	*	*	*	*	£250

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Health & Safety

Norwich	Days	May	Jun	Jul	Aug	Price
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IOSH

Working Safely	1	*	8	9	*	£170
Managing Safely	3	2 - 4	25 - 27	*	13 - 15	£545

NEBOSH

National General Certificate - Units: NGC1, GC2 & GC3	11 + exams	NGC1: 18, 19, 20, 21 and 22 June, Revision: 11 July (am), Exam: 18 July (9.30am) GC2: 2, 3, 4, 5 and 6 July, Revision: 11 July (pm), Exam: 18 July (2pm)				£1,495
Fire Certificate - Units: FC1 & FC3	5+ exams	FC1: 14, 15, 16, 17 and 18 May, Exam: 6 June (2 pm)				£850
Environmental Certificate - Units: EC1 & EC2	5+ exams	EC1: 17, 18, 19, 20 and 21 September, Exam: 25 September (9.30am)				£850

Bury St Edmunds	Days	May	Jun	Jul	Aug	Price
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IOSH

Managing Safely	4	*	*	9-11	*	£690
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King's Lynn	Days	May	Jun	Jul	Aug	Price
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IOSH

Managing Safely	4	*	*	*	*	£690
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NEBOSH

National General Certificate - Units: NGC1, GC2 & GC3	11 + exams	NGC1: 1, 2, 3, 4 and 5 October, Revision: 29 October (am), Exam: 31 October (9.30am) GC2: 15, 16, 17, 18 and 19 October, Revision: 29 October (pm), Exam: 31 October (2pm)				£1,495
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First Aid

Norwich	Days	May	Jun	Jul	Aug	Price
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Quasafe Awards

Level 3 Award in Emergency First Aid at Work (RQF)	1	*	*	19	*	£95
Level 3 Award in First Aid at Work (RQF)	3	*	*	*	*	£295

Bury St Edmunds	Days	May	Jun	Jul	Aug	Price
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Quasafe Awards

Level 3 Award in Emergency First Aid at Work (RQF)	1	*	*	*	*	£95
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Food Safety

Norwich	Days	May	Jun	Jul	Aug	Price
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Highfield Qualifications

Level 2 Award in Food Safety in Catering (RQF)	1	*	*	5	*	£95
Level 2 Award in Food Safety in Manufacturing (RQF)	1	*	*	*	*	£95
Level 3 Award in Food Safety in Catering (RQF)	3	*	*	*	*	£395
Level 3 Award in Food Safety in Manufacturing (RQF)	3	1-3	*	*	*	£395

HACCP

Norwich	Days	May	Jun	Jul	Aug	Price
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Highfield Qualifications

Level 3 Award in HACCP for Catering (RQF)	2	*	*	*	*	£395
Level 3 Award in HACCP for Food Manufacturing (RQF)	2	*	*	16-17	*	£395

HACCP

Bury St Edmunds	Days	May	Jun	Jul	Aug	Price
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Highfield Qualifications

Level 3 Award in HACCP for Catering (RQF)	2	*	*	12-13	*	£395
Level 3 Award in HACCP for Food Manufacturing (RQF)	2	*	*	*	*	£395

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